



NPA PC Passport Web Apps: Word Processing Workbook

Unit Codes: HA6M 44, HA6M 45 and HA6M 46

SCQF levels 4, 5 and 6

Date of publication: May 2018

Publication code: BB6286

Published by the Scottish Qualifications Authority

The Optima Building, 58 Robertson Street, Glasgow, G2 8DQ
Lowden, 24 Wester Shawfair, Dalkeith, Midlothian, EH22 1FD

www.sqa.org.uk

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Student Workbook

Individual lecturers/teachers to add where they want each exercise to be saved and how they wish it to be submitted, for example, e-mail or VLE.

Level 4 — Outcome 1

Exercise 1

You are currently on a work experience placement with the local GP. There is no file structure set up and you have been asked to set up an appropriate file structure. All files will fall under one of the categories below.

- ◆ Staff
- ◆ Training
- ◆ Meetings
- ◆ Patients
- ◆ Prescriptions
- ◆ Take screen captures of the file structure (including file path)

Once the file structure has been created, create a learner guide (a list of numbered instructions) to demonstrate how to create a simple file structure in file explorer. Add an appropriate title and your name as a footer. You could enhance this learner guide by adding in screen shots of some of the functions used. Save the document with the name 'File Structure Learner Guide', your initials and version number.

Exercise 2

Staff in the surgery were keen to be given instructions on creating tables and using mail merge in Microsoft Word as this is something they do often. A friend of one of the GPs typed up quick instructions, see 'Tables and Mail Merge' on both of these functions. The instructions are not visually appealing and as such you have been asked by your supervisor to action the comments within the document and also:

- ◆ Delete each comment once you have carried out the instruction given (right click on comment, delete)
- ◆ Use the Find and Replace and function to replace all instances of MS with Microsoft
- ◆ Change the line spacing for the whole document to single

- ◆ Change the font type for the whole document to Bell MT
- ◆ Add your name as a header
- ◆ Add page numbering in the footer section
- ◆ Add a title 'Table and Mail Merge Help' — format the title so it stands out
- ◆ Add a small image to the right of the title which is relevant to ICT:
 - Change the text wrapping of the image so you are able to move it
- ◆ Print the final document to PDF and name it 'Mail Merge and Tables' with your initials and version number
- ◆ Save the document with the name 'Mail Merge and Tables' with your initials and version number

Level 4 — Outcome 2

Exercise 1

New parents are often phoning the surgery asking when their babies' injections are due and what the injection is called. Your supervisor has asked you to create an information leaflet which details all the information the parents require.

You can create this yourself or use a template within the software.

The information you will require includes:

- ◆ Title of Childhood Injections — Timeline
- ◆ 6 in 1 Injection — Injection given at 8, 12 and 16 weeks
- ◆ Pneumococcal (PCV) — Injection given at 8, 16 weeks and one year
- ◆ Rotavirus — Injection given at 8 and 12 weeks
- ◆ Meningitis B — 8, 16 weeks and one year
- ◆ Hib/Meningitis C — One year
- ◆ MMR — One and three years and four months
- ◆ 4 in 1 Pre School Booster — Three years and four months
- ◆ HPV (Girls only) — 12-13 years (two injections at least six months apart)
- ◆ 3 in 1 Teenage Booster — 14 years
- ◆ MenACWY — 14 years

Include the surgery telephone number. Ensure the information leaflet is professional and visually appealing.



Use appropriate design tools, for example, themes, colours, borders and page borders.

Save the document with the name 'Immunisations' with your initials and version number to a cloud based service, for example, Google Docs or Word Online.

Exercise 2

Your supervisor would like the Mail Merge and Tables document you edited previously to be updated.

- ◆ Open the document with the Mail Merge and Tables_your initials_version number
- ◆ Using the Save As option, save another copy called Mail Merge and Tables 2_your initials_version number
- ◆ Format the 'See below for help on mail merge' sentence to bold and italics
- ◆ Using the format painter tool apply the same formatting to the sentence 'See below for help on tables'
- ◆ Remove header
- ◆ Remove formatting from the heading 'Other Options' using the Clear all Formatting tool
- ◆ Indent the first line of the first paragraph to 1.5 cm
- ◆ Change the title from text to WordArt
- ◆ Add an automatic date to the footer section
- ◆ Change margins to Narrow
- ◆ Insert a page break after the Insert a Row, Column or Cell section
- ◆ Add a caption with the label 'Figure 1' on the image at the title (remove label from the caption)

Now create a memo to staff informing them that the help notes on both functions are available and in the Training shared folder. A template could be used for this. If anybody requires further clarification ask them to contact yourself in the first instance.

Level 4 — Outcome 3

Exercise 1

For Outcome 2, Exercise 1 (immunisations information document) you were asked to upload the poster to a cloud service, for example, Google Docs or Word Online.

For this exercise you are required to retrieve and share this document.

Please complete the following:

- ◆ Share the document with a minimum of one other user
- ◆ Take a screen capture of the Share Settings dialog box
- ◆ Add a comment to the document asking the other user(s) to review your document
- ◆ Take a screen capture of the comments box
- ◆ Create a link to the shared document and share the link with the individual(s) you have shared the document with — you can share the link via chat, e-mail or any other means
- ◆ Take a screen capture of the message sent with the shared link

Exercise 2

Answer the following questions on safe use procedures:

- ◆ Why is it important to choose a password that cannot be easily guessed?
- ◆ Provide a minimum of one reason why you should restrict the amount of personal information you put online.
- ◆ Name one piece of legislation which helps to govern safe use of information technology.
- ◆ Where is your college or school's acceptable use policy kept?
- ◆ Give an example of how you can respect the privacy of other.
- ◆ Netiquette is behaving in an acceptable manner online, provide an example of this.
- ◆ What are intellectual property rights?

Level 5 — Outcome 1

Exercise 1

You have just started working for a new engineering firm (Nova Solutions). There is no file structure set up to save shared files to. You have been asked to set up an appropriate file structure. All files will fall under one of the categories below.

- ◆ Staff:
 - Design
 - Administration
 - Technical
 - Management
 - Human Resource
 - Marketing
- ◆ Training
- ◆ Meetings
- ◆ Drawings:
 - Isometric
 - Dimensioning
 - Assembly
- ◆ Tenders
- ◆ Invoices
- ◆ Marketing

Take screen captures of the file structures (including file paths).

Exercise 2

In your role as administrator for Nova Solutions you have been asked to edit a letter (see Company Introduction Letter) introducing the company to a new client. The skeleton of the letter has been typed by your supervisor, you have been asked to make the letter look more professional by using routine features of a Word Processing programme and actioning the comments.

Please ensure:

- ◆ Block letter layout is adopted
- ◆ All text, including addresses should be left aligned
- ◆ Punctuation only to be used in the body of the letter
- ◆ Correct closing is used



- ◆ Include company name and page number in footer (Arial font, font size 8)
- ◆ Set margins to Moderate
- ◆ Add a suitable graphic at the top right of the letter (as a header) — add a blue border around the graphic
- ◆ Include the price list below in a table on a second page (use a page break between the two pages) — use the merge tool where appropriate in the table and include a table design and shading
- ◆ All text is formatted to Arial and size 11
- ◆ Line spacing should be set to single
- ◆ Using the same file, save as a PDF, named 'Shaw Letter' with your initials and version number
- ◆ Print the second page only

Client Name and Address:

Mrs Agnes Shaw
4 Miller Avenue
Lythe
Caithness
KW1 8HG

Price List:

Systems Engineer (Servers, e-mail, internet and configuration)

1 Day	£470
½ Day	£250
Hourly Rate	£60
Minimum Charge	£60

Support Engineer (Cabling, desktop, support, repairs and upgrades)

1 Day	£275
½ Day	£155
Hour Rate	£40
Minimum Charge	£40

Various Engineering Services

Evaluation or Goods for Repair	£15
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Level 5 — Outcome 2

Exercise 1

Open the Shaw letter created in Outcome 1 and complete the following:

- ◆ Delete customer address
- ◆ Delete customer name
- ◆ Change margins to Normal
- ◆ Change page number to style *Page | 10*
- ◆ Heading of letter should be bold, italics and size 12

This document should be saved so that the original cannot be edited or 'saved over'.

Use the file name 'Client Letter' with your initials and version number.

Exercise 2

You have been asked to send out the Client Letter to all customers who have expressed an interest in using our services (see Customers Database).

You must use a feature that will allow you to easily customise each letter with minimal effort and time. Each letter should include the customer's address and surname in the opening.

Save the letter showing the fields with the name 'Letter_Fields' with your initials and version number and the customised letters with the name 'Customised Letters' with your initials and version number.

Level 5 — Outcome 3

Exercise 1

In pairs you have been asked to collaborate on the document 'Engineering'.
In your group:

- ◆ Decide who will be researching and adding the information for each section
- ◆ Upload the document to a cloud based service
- ◆ Share the document with the other user, each to have edit rights
- ◆ The owner should select the option to prevent editors from changing access and adding new people
- ◆ Take a screen capture of the Share Settings window for evidence purposes

Individually:

- ◆ Add a brief explanation to your section
- ◆ Add an appropriate image beside the title
- ◆ Each user to comment on the others' section
- ◆ Each user to edit their section according to comments made by peer
- ◆ A screen capture should be taken of the comments

Once each member has edited their section, view the changes made in the document from the owners account. Take a screen capture of this for evidence purposes.

Exercise 2

Answer the following questions on safe use procedures:

- ◆ Why is it important to choose a password that cannot be easily guessed? Provide an example of a strong password.
- ◆ Provide a minimum of two reasons why you should restrict the amount of personal information you put online.
- ◆ Name two pieces of legislation which help govern safe use of information technology.
- ◆ Where is your college or school's acceptable use policy kept?
- ◆ Give two examples of how you can respect the privacy of others?
- ◆ Netiquette is behaving in an acceptable manner online, provide two examples of this.
- ◆ What are intellectual property rights?

Once you have answered these questions upload to a cloud service and share with two of your peers. You must then comment on your peers work where appropriate, remembering that positive comments on good answers are just as important as constructive comments on answers that are not correct or require more information.

Level 6 — Outcome 1

Exercise 1

You are employed as a Teaching Assistant at your local college. There is no file structure set up to save shared files to. You have been asked to set up an appropriate file structure. All files will fall under one of the categories below.

- ◆ Unit Information:
 - Specifications
 - ASPs
- ◆ Lesson Plans:
 - 2017_2018
 - 2018_2019
- ◆ Assessments
- ◆ Staff Development_Training:
 - Business
 - Computing
 - Engineering
 - Construction
 - Rural Studies
 - Health and Social Care
 - Hair and Beauty
- ◆ Resources
- ◆ Miscellaneous

Save the files given to you in the appropriate folders. The files should include:

- ◆ Word Processing, level 6 Specification
- ◆ How to Build a Shed (Student Notes)
- ◆ Spreadsheets, level 5, Assessment 1
- ◆ Level 3 Cookery, Week 12 Lesson Plan (17/18)

Take screen captures of the file structures showing the file path and any files within the folders.

Exercise 2

Your predecessor was tasked to create a document outlining the framework, unit information and core skills for the National Certificate in Business (see file National Certificate Business). All information was typed into a basic report, you have been asked to make the document look more professional by using advanced features of a Word Processing programme.

Requirements include:

- ◆ Suitable front cover with an appropriate image
- ◆ Automatic table of contents:
 - Change tab leader in the table of contents to dashes
- ◆ Footer should include page number, using the style Page * of *
- ◆ The page numbering should start on page 1 of document not the cover page or table of contents
- ◆ Lists of unit numbers and titles put into tables — ensuring consistency
- ◆ Set margins to 2 cm left and right and 2 cm top and bottom
- ◆ Effective use of page breaks where appropriate
- ◆ Record a macro (name the macro Chart) and embed the chart from Sheet 1 in the file Business & Admin Statistics in a new page at the end of the document — ensure the layout of the page is appropriate to fit the chart so it is legible
- ◆ Save the file 'NC Business' with your initials and version number

Exercise 3

The attached file (Employment Contracts) are notes created for a group of students studying an employability course.

Your manager would like these notes updated but would also like to review the changes before accepting the final version of the document — use an appropriate feature of a Word Processing package to be able to do this.

Update the document as follows:

- ◆ Check for any spelling errors
- ◆ Using an appropriate tool change the following words to something more appropriate:
 - Privilege in the first bulleted list
 - Disputes in the fourth paragraph



- ◆ Add a Comment 'Needs to be Checked' to the title Worker
- ◆ Format the headings so they stand out and look professional (ensure consistency), do not manually format using the Home ribbon
- ◆ Add page numbers to the footer section
- ◆ Switch the Show/Hide button on
- ◆ Encrypt the file with the password Teaching
- ◆ Save the file 'Employment Contracts' with your initials and version number

Level 6 — Outcome 2

Exercise 1

In your role as Teaching Assistant you have been asked to create a change of personal details form for staff to complete. The form must include the following information:

- ◆ Surname
- ◆ New surname
- ◆ Forename
- ◆ New forename
- ◆ Title
- ◆ New title
- ◆ Gender
- ◆ Date of Birth
- ◆ Address
- ◆ New address
- ◆ Box for staff signature

Create the form using the appropriate tools (Controls group and legacy tools). Ensure there is enough room for all details to be entered and make best use of drop down selections, date pickers and/or tick boxes where appropriate.

The statement below will be used in other documents, therefore, save the text as a building block called 'DPA'. Take a screen capture of the building block for evidence purposes.

After the signature box include a statement 'This information will be held in accordance with the Data Protection Act 1998. Please tick that you have read and understood this statement.'

The form must also be restricted so that staff can only edit the sections they are required to populate.

Save the form as a template, using the name 'Change of Details' with your initials and version number.

Exercise 2

You have been asked to format and edit the layout of the document 'Microsoft Word'. You must include:

- ◆ Index using a minimum of five key terms
- ◆ Watermark 'draft'
- ◆ Footer containing file name and page numbers
- ◆ Page breaks where appropriate
- ◆ Create a hyperlink at the title Microsoft Word which will navigate the user to an appropriate eLearning site for learning more about the software
- ◆ Alignment should be set to left

Save the document using the name 'Microsoft Word' with your initials and version number.

Exercise 3

Open the PDF file 'Welcome' (standard welcome letter sent to all new students) and complete the following in a word processing application:

- ◆ Create a custom style called ACE:
 - Calibri
 - Size 12
 - Language — English (United States)
 - Single line spacing
 - Ensure new documents are based on this template
- ◆ Take a screen capture of the new style
- ◆ Using this style rewrite the letter
- ◆ Create custom bullets for the list of curriculum areas:
 - Decrease the indent so the bullets line up with the rest of the text
- ◆ Save the letter 'Student Welcome' with your initials and version number
- ◆ Open the Student Welcome letter
- ◆ Using the Students 17_18 database add appropriate merged fields for the Student's Address and Salutation
- ◆ Our college address is ACE College, Ormlie Road, Thurso, KW14 8FF
- ◆ Use the automatic date function, ensure the date reflects the current day when opened
- ◆ Save the document with the merged fields as Welcome Letter Merge
- ◆ Use a feature to create a customised letter for each student. Save these letters as Welcome Student Letters

Level 6 — Outcome 3

Exercise 1

In groups of three you have been asked to configure, populate and edit the document 'Technology'.

In your group:

- ◆ Decide who will be researching and adding the information for each section
- ◆ Upload the document to a cloud based service
- ◆ Share the document between all users, each user to have edit rights
- ◆ The owner should select the option to prevent editors from changing access and adding new people
- ◆ Take a screen capture of the Share Settings window for evidence purposes

Individually:

- ◆ Add a brief description to your section, what is its purpose, what can it do and be used for and what are the best features
- ◆ Add an appropriate image beside the title
- ◆ The owner is to communicate with the other members to ask if they are happy with the final document
- ◆ The other two users should reply with a response
- ◆ A screen capture should be taken of the messages

Once each member has added their information, view the changes made in the document from the owners account. Take a screen capture of this for evidence purposes.

Exercise 2

In pairs you have been asked to collaborate and edit the existing document 'MS Word'.

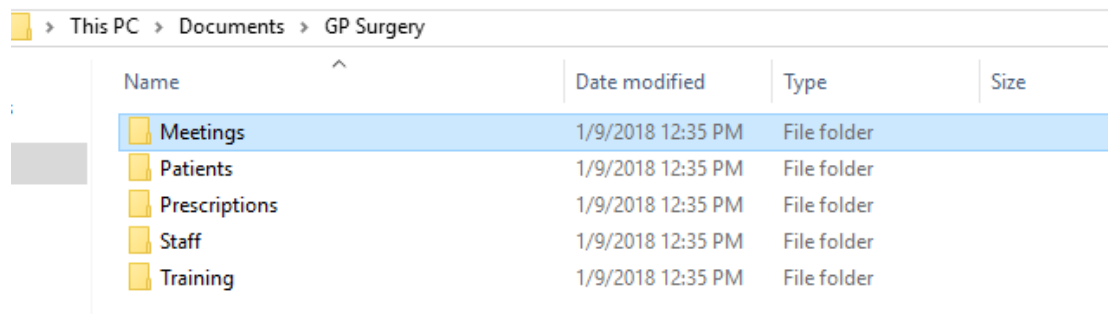
- ◆ Upload and share the document to a cloud based service
- ◆ The shared user should be given rights to edit
- ◆ Take a screen capture of the Share Settings window for evidence purposes
- ◆ Individually look through the document and suggest a minimum of three features where the document can be enhanced to make it look more professional or visually appealing
- ◆ Take a screen capture showing the suggestions you have added to the document
- ◆ Each user should note the others suggestions and apply the features suggested
- ◆ Download the final document as a PDF

Sample answers

Scenarios have been used for each level, for example, administrator in GP surgery, each lecturer can amend the scenarios so the industry and role can be easily adapted to suit the student group.

Level 4 — Outcome 1

Exercise 1

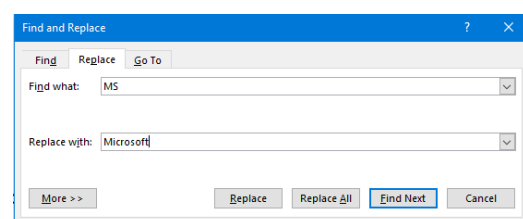


Name	Date modified	Type	Size
Meetings	1/9/2018 12:35 PM	File folder	
Patients	1/9/2018 12:35 PM	File folder	
Prescriptions	1/9/2018 12:35 PM	File folder	
Staff	1/9/2018 12:35 PM	File folder	
Training	1/9/2018 12:35 PM	File folder	

This exercise can be completed using File Explorer, One Drive or Google Drive.

See sample answers.

Exercise 2



See final document in Answers folder.

This exercise can be completed using Google Docs, Word Online or any other cloud service.

Level 4 — Outcome 2

Exercise 1

This exercise can also be completed using Google Docs, Word Online or any other cloud service.



CHILDHOOD INJECTIONS

Call us to Make Your Appointment
01847 896437

Eight Weeks

6 in 1 Injection
Pneumococcal (PCV)
Rotavirus
Meningitis B

Twelve Weeks

6 in 1 Injection
Rotavirus

Sixteen Weeks

6 in 1 Injection
Pneumococcal (PCV)
Meningitis B

One Year

Pneumococcal (PCV)
Meningitis B
Hib/Meningitis C
MMR

Three Years and Four Months

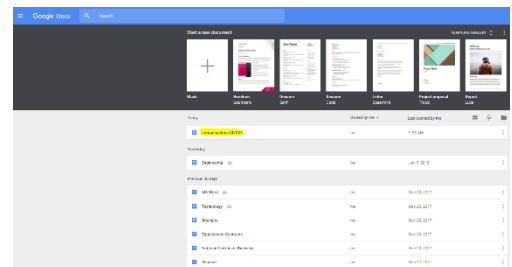
MMR
4 in 1 Pre School Booster

12-13 Years

HPV (Girls Only)

14 Years

3 in 1 Teenage Booster
MenACWY



The information document must be saved to a cloud based service. Example above is from Google Docs.

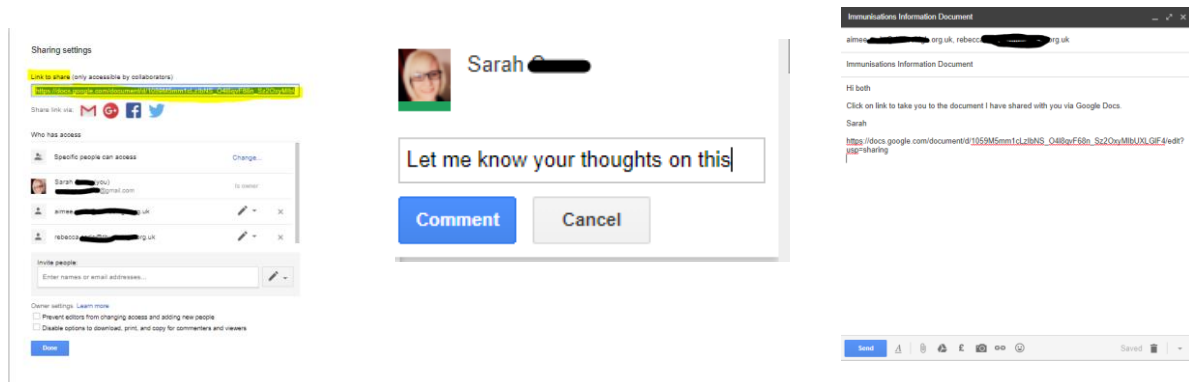
Exercise 2

See file in Answers folder.

This exercise can be created using Word Online, Google Docs or Microsoft Word.

Level 4 — Outcome 3

Exercise 1



Exercise 2

Why is it important to choose a password that cannot be easily guessed, provide one good reason?

- ◆ To protect your personal information on your computer hard drive
- ◆ So no one can access your e-mails or social media accounts
- ◆ To avoid somebody accessing personal information that will allow them to steal your identity
- ◆ To stop people accessing your online bank account or any shopping sites where your bank information is stored

Provide a minimum of one reason why you should restrict the amount of personal information you put online.

- ◆ So bank/credit card details cannot be stolen (if you have approved the site to save your details)
- ◆ So people who are not your friends or family are not aware of your address and when you are going on holiday — prevent break ins while you are away
- ◆ To restrict spam e-mails and phone calls
- ◆ To avoid identity fraud — the more information somebody has about you the more likely this is to happen



Name one piece of legislation which helps to govern safe use of information technology.

- ◆ Computer Misuse Act 1990
- ◆ Copyright, Designs and Patents Act 1988
- ◆ Data Protection Act 1998
- ◆ Freedom of Information Act 2002

Where is your college or school's acceptable use policy kept?

- ◆ The answer will vary depending on the college or school

Give an example of how you can respect the privacy of others.

- ◆ Think before you post information about anybody else
- ◆ Do not post pictures of others without prior permission
- ◆ Do not post/access other people's sites/accounts

Netiquette is behaving in an acceptable manner online, provide an example of this.

- ◆ Double check your comment before you post
- ◆ Be considerate of others when using social media
- ◆ Allow others to express themselves, we all have different opinions
- ◆ Do not shout — avoid typing in capital letters
- ◆ Respect other peoples' privacy
- ◆ Avoid conflict
- ◆ Identify yourself in messages
- ◆ Always use a subject line in e-mails
- ◆ Use appropriate language
- ◆ There are many more examples of netiquette

What are intellectual property rights?

- ◆ The rights given to a person over their own creations

Level 5 — Outcome 1

Exercise 1

This PC > Documents > Nova Solutions		
Name		Date modified
Drawings		22/12/2017 10:04
Invoices		22/12/2017 10:04
Marketing		22/12/2017 10:05
Meetings		22/12/2017 10:04
Staff		22/12/2017 10:04
Tenders		22/12/2017 10:04
Training		22/12/2017 10:04

This PC > Documents > Nova Solutions > Staff		
Name		Date modified
Administration		22/12/2017 10:03
Design		22/12/2017 10:03
Human Resources		22/12/2017 10:04
Management		22/12/2017 10:04
Marketing		22/12/2017 10:04
Technical		22/12/2017 10:04

This PC > Documents > Nova Solutions > Drawings		
Name		Date modified
Assembly		22/12/2017 10:09
Dimensioning		22/12/2017 10:09
Isometric		22/12/2017 10:09

This exercise can be completed using File Explorer, One Drive or Google Drive.



Exercise 2

See file in Answers folder.

This exercise cannot be created using Google Docs; does not include the automatic date function or predefined margins. If using Word Online it must be edited in Word to access all features, in particular the automatic date function is not available online.

Level 5 — Outcome 2

Exercise 1

See file in Answers folder.

The student should have saved the letter as a template.

This exercise can be completed using Google Docs.

This exercise can be completed using Word Online if the document is edited in MS Word and not in the Browser.

Exercise 2

See files in Answers folder.

The student should have used the mail merge function.

This exercise cannot be completed using Google Docs as the mail merge function is not available. It can be completed using Word Online if the document is edited in MS Word and not in the Browser.



Nova Solutions
George Street
Thurso
Caithness
KW14 7UF

8 January 2018

«AddressBlock»

Dear «Title» «Surname»

Welcome from Nova Solutions

Nova Solutions are a new Engineering firm based in the Highlands of Scotland. We offer all types of engineering services, including, heating, ventilation, electrics and structural. With our state of the art systems and our innovative staff ideas no job is too big or too small.

Building long term relationships with our customers is something Nova Solutions strongly believe in and we go to great lengths to ensure our valuable clients receive a first rate service.

We would love to find out more about your requirements to see if we could work together. Please contact our office to arrange a meeting at a date and time suitable to yourself.

Look forward to hearing from you.

Yours sincerely

Asha Lee



Nova Solutions
George Street
Thurso
Caithness
KW14 7UF

8 January 2018

Miss Jade Green
42 Drum Drive
Inverness
Inverness-shire
Scotland
IV1 4NN

Dear Miss Green

Welcome from Nova Solutions

Nova Solutions are a new Engineering firm based in the Highlands of Scotland. We offer all types of engineering services, including, heating, ventilation, electrics and structural. With our state of the art systems and our innovative staff ideas no job is too big or too small.

Building long term relationships with our customers is something Nova Solutions strongly believe in and we go to great lengths to ensure our valuable clients receive a first rate service.

We would love to find out more about your requirements to see if we could work together. Please contact our office to arrange a meeting at a date and time suitable to yourself.

Look forward to hearing from you.

Yours sincerely

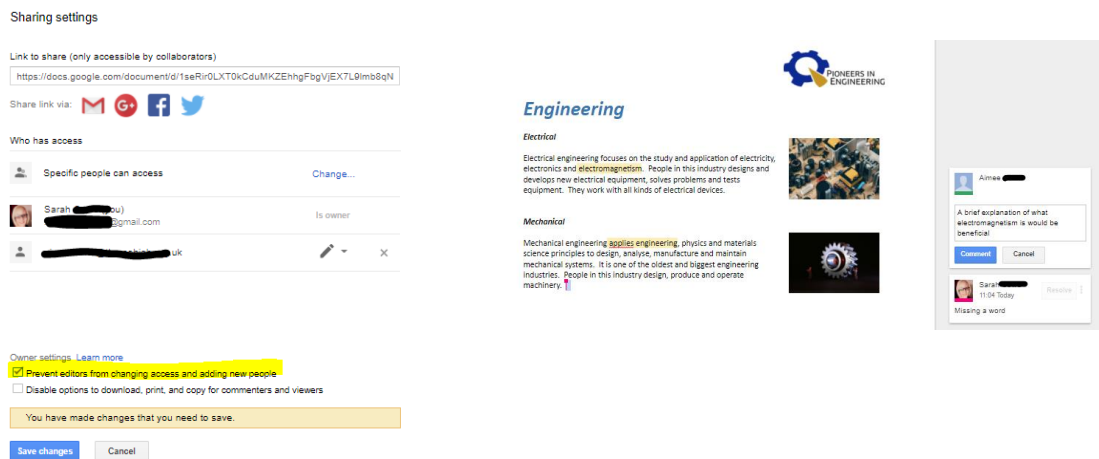
Asha Lee

Level 5 — Outcome 3

Exercise 1





The document can be uploaded to Google Docs, Microsoft Word Online or any other cloud based service. The screen shots provided as sample answers were created using Google Docs. The same functionality — collaboration, sharing and communicating is also available via Word Online.

The headings in the document can be changed to suit the student group and their chosen field of study.



Sharing settings

Link to share (only accessible by collaborators)
<https://docs.google.com/document/d/1seRir0LXT0kCduMKZEhhgFbgVjEX7L9lmb8qN>

Share link via:    

Who has access

Specific people can access [Change...](#)

Name	Email	Role
Sarah (owner)	s@gmail.com	Is owner
[Redacted]	[Redacted]	Viewer

Owner settings [Learn more](#)

☒ Prevent editors from changing access and adding new people

☐ Disable options to download, print, and copy for commenters and viewers

You have made changes that you need to save.

[Save changes](#) [Cancel](#)

Engineering

Electrical

Electrical engineering focuses on the study and application of electricity, electronics and electromagnetism. People in this industry designs and develops new electrical equipment, solves problems and tests equipment. They work with all kinds of electrical devices.

Mechanical

Mechanical engineering applies engineering, physics and materials science principles to design, analyse, manufacture and maintain mechanical systems. It is one of the oldest and biggest engineering industries. People in this industry design, produce and operate machinery.



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Recent Documents

- Document 1: 11:00 AM
- Document 2: 11:00 AM
- Document 3: 11:00 AM
- Document 4: 11:00 AM
- Document 5: 11:00 AM
- Document 6: 11:00 AM
- Document 7: 11:00 AM
- Document 8: 11:00 AM
- Document 9: 11:00 AM
- Document 10: 11:00 AM

Exercise 2

Why is it important to choose a password that cannot be easily guessed?
Provide an example of a strong password.

To protect your personal information on your computer hard drive.

So no one can access your e-mails or social media accounts.

- ◆ To avoid somebody accessing personal information that will allow them to steal your identity
- ◆ To stop people accessing your online bank account or any shopping sites where your bank information is stored
- ◆ Example of a strong password should consist of a minimum of eight characters, including numbers and letters. An extremely strong password would also include capitals and symbols. Do not accept addresses which include parts of addresses, names or key dates.

Provide a minimum of two reasons why you should restrict the amount of personal information you put online.

- ◆ So bank/credit card details cannot be stolen (if you have approved the site to save your details)
- ◆ So people who are not your friends or family are not aware of your address and when you are going on holiday — prevent break ins while you are away
- ◆ To restrict spam e-mails and phone calls
- ◆ To avoid identity fraud — the more information somebody has about you the more likely this is to happen

Name two pieces of legislation which help govern safe use of information technology.

- ◆ Computer Misuse Act 1990
- ◆ Copyright, Designs and Patents Act 1988
- ◆ Data Protection Act 1998
- ◆ Freedom of Information Act 2002

Where is your college or school's acceptable use policy kept?

- ◆ The answer will vary depending on college



Give two examples of how you can respect the privacy of others.

- ◆ Think before you post information about anybody else
- ◆ Do not post pictures of others without prior permission
- ◆ Do not post/access other people's sites/accounts

Netiquette is behaving in an acceptable manner online, provide two examples of this.

- ◆ Double check your comment before you post
- ◆ Be considerate of others when using social media
- ◆ Allow others to express themselves, we all have different opinions
- ◆ Do not shout — avoid typing in capital letters
- ◆ Respect other peoples' privacy
- ◆ Avoid conflict
- ◆ Identify yourself in messages
- ◆ Always use a subject line in e-mails
- ◆ Use appropriate language
- ◆ There are many more examples of netiquette

What are intellectual property rights?

- ◆ The rights given to a person over their own creations, for example, written work, images, music, etc.

Level 6 — Outcome 1

Exercise 1

This PC > Documents > My College

Name	Date modified
Assessments	19/12/2017 12:50
Lesson Plans	19/12/2017 15:53
Miscellaneous	19/12/2017 12:49
Resources	20/12/2017 09:19
Staff Development_Training	19/12/2017 15:55
Unit Information	19/12/2017 15:52

This PC > Documents > My College > Unit Information

Name	Date modified
ASPs	19/12/2017 15:52
Specifications	22/12/2017 09:32

This PC > Documents > My College > Unit Information > Specifications

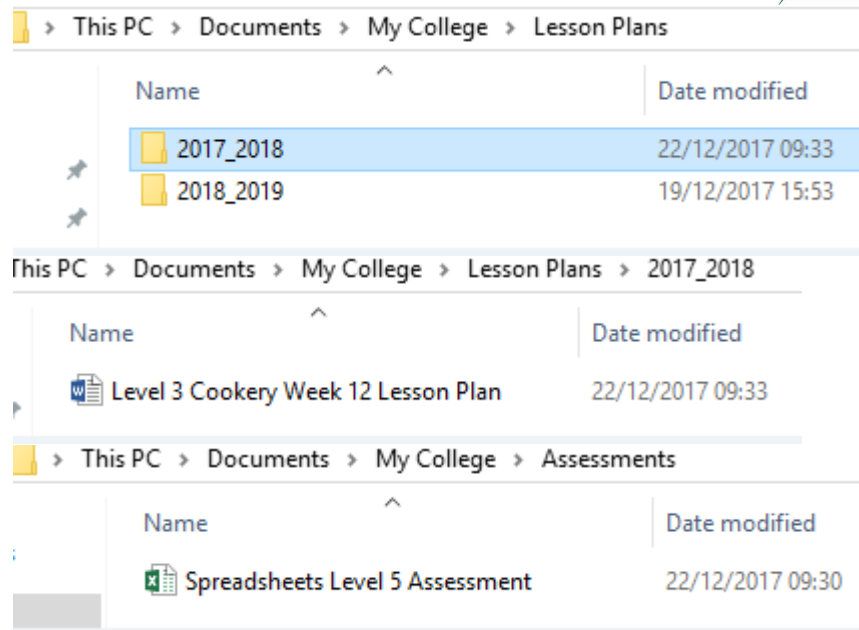
Name	Date modified
Word Processing Level 6 Specification	22/12/2017 09:31

This PC > Documents > My College > Staff Development_Training

Name	Date modified
Business	19/12/2017 15:54
Computing	19/12/2017 15:54
Construction	19/12/2017 15:54
Engineering	19/12/2017 15:54
Hair & Beauty	19/12/2017 15:54
Health & Social Care	19/12/2017 15:54
Rural Studies	19/12/2017 15:54

This PC > Documents > My College > Resources

Name	Date modified
How to Build a Shed	22/12/2017 09:31

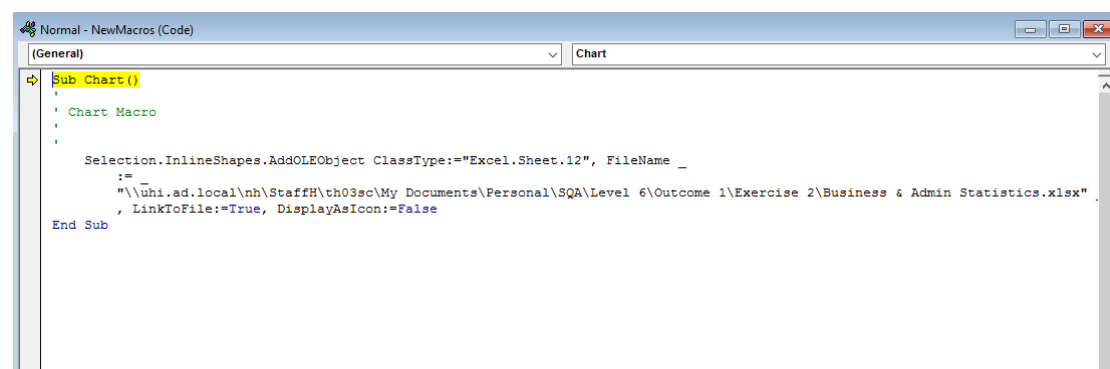


This exercise can be completed using File Explorer, One Drive or Google Drive.

Exercise 2

See file in Answers folder.

This exercise cannot be completed using Google Docs as the macro function is not available. Can be completed using Word Online if the document is edited in MS Word and not in the Browser.



The student should have inserted a section break for the final page, allowing them to change the orientation of this page to landscape.



Exercise 3

See file in Answers folder.

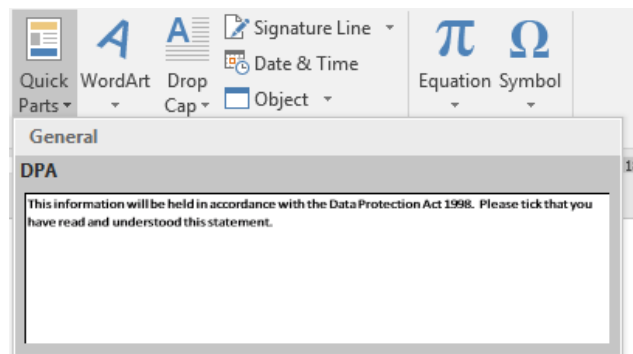
This exercise cannot be created using Google Docs; does not include the automatic date function or predefined margins. Can be completed using Word Online if the document is edited in MS Word and not in the Browser.

The student should have switched on Track Changes before starting.

Level 6 — Outcome 2

Exercise 1

This exercise cannot be created using Google Docs; does not include the legacy tools or security features. Using Google forms would reduce the complexity of the exercise. Can be completed using Word Online if the document is edited in MS Word and not in the Browser.



Change of Details

Surname	<input type="text"/>	New Surname	<input type="text"/>
Forename	<input type="text"/>	New Forename	<input type="text"/>
Title	<input type="text"/>	New Title	<input type="text"/>
Gender	Choose an item.		
Date of Birth	Click or tap to enter a date.		
Address	<input type="text"/>		
New Address	<input type="text"/>		
Signature	<input type="text"/>		

This information will be held in accordance with the Data Protection Act 1998.

Please tick that you have read and understood this statement. ☐



Exercise 2

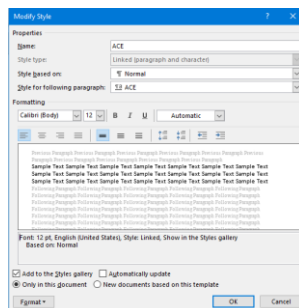
See file in Answers folder.

This exercise cannot be created using Google Docs. Can be completed using Word Online if the document is edited in MS Word and not in the Browser.

Exercise 3

See file in Answers folder.

This exercise cannot be created using Google Docs. Can be completed using Word Online if the document is edited in MS Word and not in the Browser.



Level 6 — Outcome 3

Exercise 1









Sharing settings

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<https://docs.google.com/document/d/1p2l6r-vsQk2WuGgZjlbGeilpr3GnHZK6zUPcBVc>


Share link via:    

Who has access

	Specific people can access	Change...
	Sarah [redacted] (you) sarah[redacted]@gmail.com	Is owner
	aimee[redacted].org.uk	 
	rebecca[redacted].org.uk	 

Owner settings [Learn more](#)

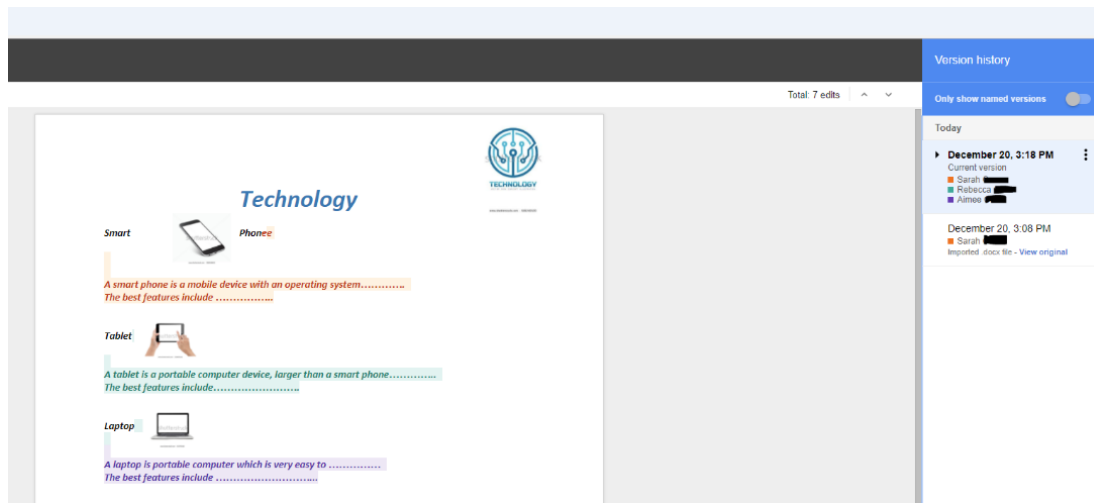
- ☒ Prevent editors from changing access and adding new people
- ☐ Disable options to download, print, and copy for commenters and viewers

(3) Aimee [redacted] Rebecca [redacted] Sarah... 

Sarah [redacted] Are you both happy with the final document?

Aimee [redacted] Yes I changed my image as I wasn't happy with the first but all good now

Rebecca [redacted] I'm good to go, thanks



The document can be uploaded to Google Docs, Microsoft Word Online or any other cloud service. The screen shots provided as sample answers were created using Google Docs. The same functionality — collaboration, sharing and communicating is also available via Word Online.

The headings in the document can be changed to suit the student group and their chosen field of study.



Exercise 2






Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/document/d/1pDB-EO4ldg3bAGoLHa0fjBTJx9mQo6D5SGFz>

Share link via:    

Who has access

	Specific people can access	Change...
	Sarah [redacted] (you) sarahcowe1980@gmail.com	Is owner
	rebecca [redacted] org.uk	 

Invite people:

Enter names or email addresses...



Owner settings [Learn more](#)

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Done

1

Microsoft Word

Documents are created by the user using the application Microsoft Word. At the college we use Microsoft 2010. Other available versions include 2013, 2011, 2007 and 2003. If you use an earlier version of Microsoft at home you will note a significant difference between 2003 and 2007 (the drop down menus in 2003 have been replaced with Ribbons, Tabs and Groups).

Cover Page

Adding a cover page to a document enhances the appearance and makes it look more professional. Cover pages should not have a page number and therefore a section break is required between the cover page and the main section of the report.

1. Make sure the cursor is at the top of the document (Ctrl + Home)
2. Insert a section break
3. Ensure the cursor is at the top of the document
4. Insert > Cover Page
5. Click once on the cover page you want from the built in templates

A cover page will now appear at the beginning of your document where you can edit, format and delete place holders.

Styles

Normal Style

Normal Style is the default text and paragraph formats applied to all documents when created. Lots of users prefer to apply their own style to each document, for example, 1.5 spacing and justified alignment. To save making these changes to each new document a user can make the changes in the Normal Style and ensure this is applied to all documents created in the future.

1. Home > Right click on Normal from the Styles group
2. Modify > From the Modify Style dialog box select the options you want to apply
3. Check New documents placed on this document > OK

Heading Styles

Rather than using direct formatting to all headings, using heading styles is a great way to quickly and easily apply a set of formatting choices consistently throughout the document. Using heading styles also provides the user with the ability to create an automatic table of contents.

Rebecca

16:17 Today

☒
☐

Add header

Sarah

16:13 Today

☒
☐

Format: Heading 1

Sarah

16:12 Today

☒
☐

Add space

Sarah

16:13 Today

☒
☐

Format: Heading 2

Rebecca

16:16 Today

☒
☐

Format: style

Sarah

16:13 Today

☒
☐

Format: Heading 2

Sarah

16:13 Today

☒
☐

Format: Heading 3

Rebecca

16:17 Today

☒
☐

Format: style

Sarah

16:13 Today

☒
☐

Format: Heading 2

Rebecca

16:17 Today

☒
☐

Add footer

The screen shots provided as sample answers were created using Google Docs. The same functionality — collaboration, sharing and communicating is also available via Word Online.

HA6M 44, HA6M 45 and HA6M 46 — National Progression Award (NPA) PC Passport
Web Apps: Word Processing Workbook at SCQF levels 4, 5 and 6

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